



## CODE OF ETHICS AND CONDUCT GUIDE

### What is the purpose of the Code?

The intent of the Code of Ethics and Conduct is to achieve fair, ethical, and accountable local government for the City of Riverside

### What is contained in the Code?

A Preamble is followed by the specific Code provisions which include discussion of the purpose, scope, core values, implementation, monitoring, oversight, and enforcement and sanctions.

### What are the core values contained in the Code?

The Code contains the following eight aspirations of the citizens of Riverside:

1. To create a government that is trusted by everyone
2. To make decisions that are unbiased, fair, and honest
3. To use public office for service to the public good and not for personal or private gain
4. To ensure that everyone is treated with respect and in a just and fair manner
5. To create a community that affirms the value of diversity
6. To ensure that all public decisions are well informed, independent, and in the best interests of the City of Riverside
7. To maintain a nonpartisan and civic minded local government
8. To ensure that all officials are adequately prepared for the duties of their office

### How did the Code come about?

In 2004, a City Council-appointed Charter Review Committee recommended 12 charter amendments be presented to the qualified electors of Riverside. The City Council concurred and placed all measures on the ballot.

On November 2, 2004, Measure DD was approved by the voters of the City of Riverside adding Section 202 to the Riverside City Charter. Section 202 requires adoption of a Code of Ethics and Conduct for elected officials and members of appointed boards and commissions.

The City Council formed an 11-member committee to develop and present a Code for City Council consideration. The committee submitted its draft Code of Ethics and Conduct to the City Council in June of 2005 which was subsequently adopted by the City Council on July 12, 2005.

The Code was amended in August of 2006, December of 2007, and October of 2008.

## **Who is covered by the Code?**

The Mayor, City Council, and all members of appointed boards, commissions, and committees for the City of Riverside are subject to the Code.

## **When does the Code apply?**

The Code is applicable when a public official is engaged in the performance of his/her duties and responsibilities as a local government official.

## **How do I file a complaint?**

1. Submit the complaint in writing within thirty days of the alleged act or omission which forms the basis of the complaint, to the City Clerk, 3900 Main Street, Riverside, CA 92522.
2. For issues involving members of City boards, commissions, and committees, the City Clerk will present the complaint to the Chair of the board, commission or committee for resolution. If not resolved, the City Clerk will forward the complaint to the Mayor's Nominating and Screening Committee for review and resolution.
3. For issues involving the Mayor and members of the City Council, the City Clerk will forward the complaint to the Mayor's Nominating and Screening Committee for review and resolution.

## **If I file a complaint, how will I know the outcome?**

The City Clerk will notify the complaint filer of resolution by the board, commission or committee Chair, or of the Mayor's Nominating and Screening Meeting date, place and time when the matter will be heard.

## **How do I obtain information on prior complaints and resolution?**

Complaints will be retained for at least two years. Visit the City Clerk's Office at 3900 Main Street to review the files, call (951) 826-5557, or email [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov).

## **Where do I find a copy of the Code?**

The current Code is adopted and amended by Resolution of the City Council and can be found on the City Clerk's Web page. You may also obtain a copy by contacting the City Clerk's Office at (951) 826-5557, or by email at [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov).

## **What role does the public play in implementation of the Code?**

The public is encouraged to participate in the annual review of the City's Code of Ethics and Conduct. In September of each year the Mayor, City Manager, City Attorney, and Chairs of all boards and commissions meet with the City Council Governmental Affairs committee to assess the effectiveness of the Code and its application. A report is forwarded to the City Council which may include recommendations for the inclusion of new values or procedures. The City Council will make an independent evaluation of the effectiveness of the Code generally in September of each year.

## **Where can I get further information?**

Visit the City's website at: [www.riversideca.gov](http://www.riversideca.gov)

Contact the City Clerk's Office at (951) 826-5557, or [city\\_clerk@riversideca.gov](mailto:city_clerk@riversideca.gov)